

SECRET
Security Information

26 October 1953

MEMORANDUM FOR: [REDACTED]

50X1

FROM : Chief, RQM/OIS / & J. Applegate

SUBJECT : Transmittal of Mail to and from [REDACTED]

50X1

1. In a recent conversation, [REDACTED] suggested that we use registered direct mailing to minimize delays in transmittal of our classified mail. This would apply, of course, to material classified no higher than SECRET. This memorandum will, therefore, be our last mailing through [REDACTED] channels. Will you please see that all mail intended for me, [REDACTED] is sent to:

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2. Registered return receipts should be requested on this mail. The double envelope system should be used, with the inner envelope bearing the appropriate classification. Care should be taken that the classification does not show through the outer envelope. In no case should either envelope bear the name of an individual other than [REDACTED]. The body of the letter may, if you wish, indicate the ultimate recipient.

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3. We would appreciate it if you will continue to forward carbons of these communications to Claude Hawley, as we do. We will continue to use the [REDACTED] teletype on urgent classified matters.

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RQM/OIS, [REDACTED]

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Distribution:

Orig & 1 - Addressee

1 - [REDACTED]

1 - [REDACTED]

✓ 1 - OIC (Mr. Hawley)

3 - RQM/OIS

1 - RI/AN

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